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# Station Administration

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Before using MAT Station Administration, you must install and configure the software. Refer to *MAT Common Services User Guide* for installation instructions.

## Overview

MAT Station Administration supports creation, maintenance, change, and reporting of single and multi-line station data and Call Party Name Display (CPND) information. Station data defines the setup for each user (telephone) connected to the Meridian 1 system.

Station data can be collected from the Meridian 1 system, or can be created within MAT. You can change this data within MAT and upload it to update the Meridian 1 database.

Each system has a number of stations. You can set up each station individually. In practice, many stations will have features in common. All features of any station can be set individually, or in groups with common criteria. The Station Administration module lets you create many stations with identical features using templates. However, those features that can be considered unique for a station (such as DN, TN, name, and location) are accessible through a dialog that graphically represents the appearance of the instrument at that station. All other features are accessible from this dialog through function buttons.

## Station Data Considerations

You should be aware of the following considerations when operating the Station Administration module:

## Location

The MAT application uses one field (Location) in the station database to identify and index a station record. Station data records are stored and retrieved by the value in this field. Since this is the primary identifier for a station within MAT, each station must be assigned a unique Location value. A new station cannot be created in MAT until you assign a unique Location value. Furthermore, Location is the only station record field that is required by MAT—see “DES” below. MAT validates this field during data entry and will not allow non-unique values or no value.

The Location field is not stored in the Meridian 1 system. Data retrieved from Meridian 1 containing stations not currently defined in MAT will have the fully qualified Terminal Number field value (with dashes for separators instead of blanks) assigned to the Location field. You can edit this value to conform with your Location value rules.

## DES

The DES field is a required field for station data residing on the Meridian 1. It is possible to create station data within MAT that has no DES field value (This 1-6 character designator value can be assigned through the Administration feature of the Features function in Station Administration). In such cases, MAT attempts to assign the first 6 characters of the Location value to DES. If this value contains non-alphanumeric values MAT leaves the DES field blank (Location can contain all Windows-acceptable characters, but DES can have only letters and numbers).

Any station with no DES value will cause an error during transmission of MAT data to the Meridian 1. The Validation utility checks the DES and any other field values that can cause transmission failures. Refer to “Station Data Validation” on page 29.

Meridian 1 station data retrieved from a system will always have a DES value.

## Sync Status

The Station list includes the current Synchronization status. Values include:

- **NEW**: a station that has been created on MAT but not yet transmitted to the Meridian 1 system.
- **TRN**: a station that has been synchronized with the Meridian 1 system. The MAT software has determined that the version of this station in the MAT PC database is consistent with the version of this station on the Meridian 1 system.
- **CHG**, or **RPL**: a station that has been changed (or marked for replacement) on the Meridian 1 system. The MAT system has determined that the station has been updated on the MAT PC database and that the version on the Meridian 1 system does not yet reflect the MAT update activity.
- **OUT**: a station that has been marked for deletion on the MAT PC database. It will not be deleted from the MAT PC database until the station has been OUTed (deleted) on the Meridian 1 system during a Synchronization/Transmit operation. A MAT user may update a station marked **OUT**. The MAT system will ask whether the station is to be restored before allowing you to update the station.

The MAT **Delete** or **Cut** operation works slightly differently depending on the station's synchronization status. A station marked **NEW** can be deleted immediately from the MAT PC database, since it has not been configured on the Meridian 1 system. A station with any other status is marked **OUT**, since the station must be OUTed on the Meridian 1 system before the station may actually be deleted from the MAT PC database. A station marked **OUT** will continue to appear in the list of stations until it has been successfully OUTed from the Meridian 1 system. A station with a status of **OUT** on the MAT PC database on which you apply **Edit - Cut** or **Edit - Delete** will continue to be marked **OUT** until it has been successfully synchronized.

## Synchronization Considerations

If the Station Administration module is in Maintenance mode (set from **Options - Mode** in Station Administration module), you are prompted to schedule data transmission to Meridian 1 when any modifications are made to the data stored in MAT.

You can schedule synchronization when prompted, or schedule later.

## Reports and Text Files

All log report activity is performed, by default, in the current working directory for the System (the system subdirectory in your PC system). Other reports are sent to the PC directory of your choice. Here is a list of text files with the appropriate extension found in the working directory:

- Report Forms (*filename.FRM*)
- Reports (*filename.TXT*)
- Validation Data (you provide the extension)
- Designation Strips (you provide the extension)
- Communications Logs (*filename.LOG*)

You need only supply the *filename* when prompted to save these files—MAT automatically supplies the appropriate extension.

## Parsing Retrieved Data

Meridian 1 data retrieval is actually a two-stage task. MAT first retrieves the data to a file in the system subdirectory, then parses the file to conform with the MAT database rules.

The switch connection is only required during the retrieval stage. If you are connected to the switch through a modem, MAT will disconnect the modem immediately after the retrieval and before the parse. The parsing takes place on the PC only. If you interrupt the parse, for example by turning off or rebooting the PC, it can be restarted by using **Synchronization Retrieve - Parse Only**.

## Multi-Tenant

If the TENA package is equipped, you must supply a tenant number (TEN).

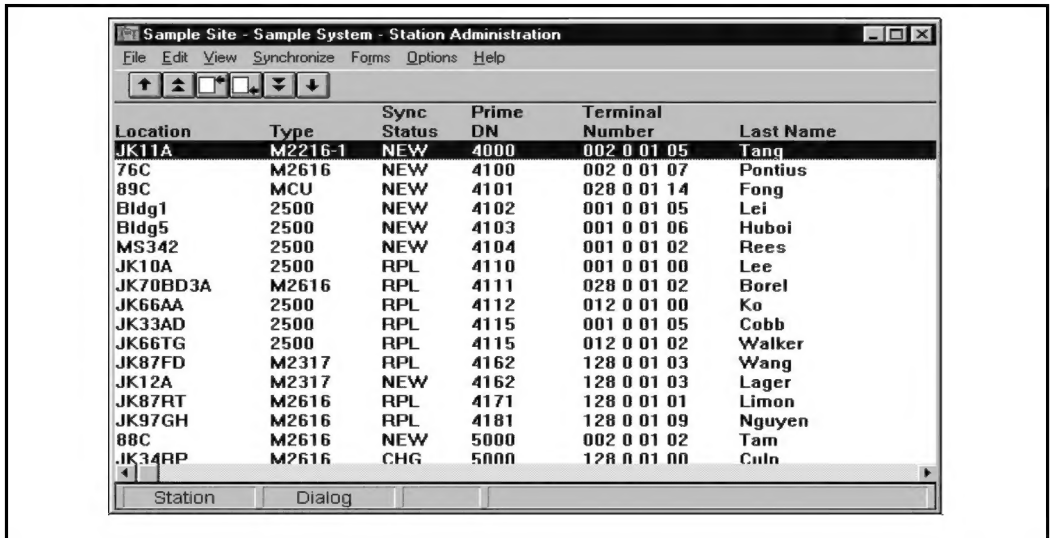
## System Hardware

During station data retrieval, the system hardware information is updated with cards that will support the type of stations being retrieved. This might not actually match the hardware used (although it will be compatible). If an exact match is required, you must manually update the hardware data in the Station Hardware view.

## Station Administration window

When you start Station Administration, the MAT Station Administration window opens, allowing access to station data for a single Meridian 1 system. Here is the MAT Station Administration window as first displayed:

**Figure 1**  
**Station Administration window**



The MAT security system allows the system administrator to make functions available on a user-by-user basis. Those menu items that are not available to you are shown dimmed. The menu bar contains the following drop-down menus:

- File
- Edit

- **View**
- **Synchronize**
- **Forms**
- **Options**
- **Help**

## File Menu

Use the **File** menu to access the station data of a selected system.

**Reports:** Lets you design and generate reports based on existing station data. This item includes the Report Generator and two existing reports, as follows:

- **Bridges:** a list of bridges on the system
- **Multiple appearances:** a list of multiple-appearance stations

**Desig. Strip:** Sends data for labeling buttons and keys on an instrument to a MAT viewer where you can browse and print the data.

**Print:** Sends the station list to a MAT viewer (described in “Generating Reports” on page 83) where you can browse and print the data. Choose from the following display formats:

- **Short Format:** one-page abbreviated list of station data
- **By Feature Group:** station data by Feature Group
- **By Field Mnemonic:** station data by Meridian 1 field mnemonic

**Validate:** Validates field values (all or partial, selectable in a submenu) for selected station records:

- **Partial:** checks station records that, if incorrect, can cause a transmission failure during synchronization
- **Full:** checks all station records

**Conversion Utility:** Launches the conversion utility, used to update MAT data. For more information, see the Conversion Utility chapter.

**Close:** Closes Station Administration and returns to the Meridian Administration Tools window. MAT automatically saves station updates as they are made. This means that you need not close an open system before quitting the application.

## Edit Menu

Use the **Edit** menu to change data within an open system. Refer to the *Common Services User Guide* for details on **Undo** and **Cut/Copy/Paste**. The MAT-specific actions include:

**Add / Delete / Update:** Adds/removes/modifies stations for the currently open system.

**Global Update / Select / Select All:** Allows you to modify selected fields in a group of selected stations.

**User Field Names:** Assigns names for the 10 user-defined fields for the current system.

## View Menu

Use the **View** menu to choose the station data parameters you wish to view. The currently selected view is indicated by a check-mark against the menu selection and is displayed in the status bar of the main window.

**Station:** This option displays a list of all stations defined for this system. When you choose an Edit function, the highlighted station record is opened. If none are defined, you can only choose **Edit - Add**.

**Template:** This option accesses templates that contain station definitions that the open system may use frequently.

**Hardware:** This option displays line cards used in the system.

**Sort:** This option only appears when the Station view is selected. The list can be sorted by a criterion selected from a submenu that appears when you choose this item. The criteria include:

- Name
- Directory Number
- Location

- Terminal Number
- Instrument (telephone) Type
- Sync Status

**Note:** Sorting only affects the displayed list. It does not change the actual order of the station records within the database.

## Synchronize Menu

Use the **Synchronize** menu to schedule communications with the Meridian 1 system. The Synchronize menu lets you set up reception or transmission of station data using the MAT communications functions. See “Communicating with Meridian 1” on page 59.

**Retrieve:** Allows selection of station data for retrieval from the Meridian 1 system into the station database. You can define criteria to select stations for download from the Meridian 1 system. Retrieve also allows a Parse Only option that formats retrieved data for MAT.

**Transmit:** Allows selection of station data for transmission to Meridian 1.

## Forms Menu

Use the **Forms** menu to configure form-based station administration.

**Forms Interface:** Enable or disable form-based station administration.

**Select Form:** Select which form to be used by form-based station administration.

**Edit Custom Form:** Run the station form editor.

## Options Menu

Use the **Options** menu to configure options which affect the operation of the Station Administration and CPND Administration modules.

**Mode:** Invoke the mode function to configure the operational mode and optional station data validations.



## Help Menu

Use the **Help** menu to display documentation to help you understand and use the application.

**Contents:** Displays the Contents page of the on-line documentation system.

**Search Help On:** Allows you to type in key words and select a topic of interest from the list of Help topics.

**How to Use Help:** Provides basic instructions about using the on-line documentation system.

**About MAT:** Displays copyright and version information about the current release of the MAT Station Administration application.

## Accessing Station Data

Choose **View - Station** to display the list of stations defined for the system. Each line in the list contains the following information for one station. Refer to “Managing Station Data” on page 17 for a more complete description of these fields.

**Location:** A unique station identifier. MAT uses the value here as an index to the station.

**Type:** The instrument defined for the station.

**Sync Status:** An indication of whether Meridian 1 data and the data in MAT are synchronized. The following list defines the synchronization status for station data:

- **NEW:** A station defined in MAT that has never been uploaded to the Meridian 1.
- **TRN:** The station is synchronized with the Meridian 1.
- **CHG:** The station has been modified in MAT but not in Meridian 1.
- **RPL:** A station defined in MAT to replace synchronized station data.
- **OUT:** A synchronized station deleted from MAT but not yet from the Meridian 1.

**Prime DN:** The prime directory number.

**Terminal Number:** The station terminal number, representing the address within the Meridian 1 system (Loop # - Shelf # - Card # - Unit#).

**Last/First Name:** The station user's name.

**Department:** The department in which the station is used.

This represents part of the data record for a station so that you can identify that station in the listing. The rest of the station data is available as described in “Managing Station Data” on page 17.

## The Template View

Choose **View - Template** to display a list of station templates defined for the system. The list contains the same information for a template as the Station view contains for a station. The value of the Location field in the list is the actual name of the template as displayed in the template list field of the Add Station dialog.

## The Hardware View

Choose **View - Hardware** to display a list of line cards, for station TN assignment. If Hardware Validation is active, then the TN added to each set will be validated against the TN card type. The cards defined under the hardware view are also used for automatic TN assignment.

## New Stations

You can add new stations to the list in the Station Administration view. Use a template that defines data for the station or stations that you are adding, or add each station individually. You must give each new station a unique Location field value.

If MAT is in Maintenance mode, you are prompted to schedule communication with Meridian 1 whenever you add new stations in MAT. You can synchronize the system data now, schedule a time for synchronization, or cancel the prompt and schedule synchronization later. See “Communicating with Meridian 1” on page 59.)

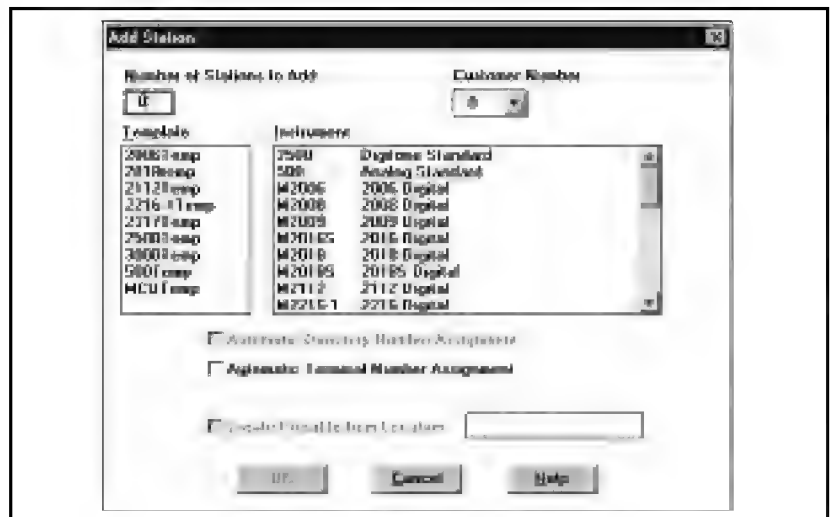
## Station Template

Data that is common to many stations can be stored in a template. In a single operation, using a template, you can define multiple stations which have data in common. The only data that must be added to stations defined with a template is the Location field value, so that each station added using the template can be identified in the list and by the Station Administration module. A template can contain all or part of a station definition and stations defined using templates can be changed in the same way as stations defined individually. You can change template data in exactly the same way as station data.

## Add Stations

To add new stations, choose **Edit - Add** from the Station Administration window Station view. The Add Station dialog appears.

**Figure 2**  
**Add Station dialog**



**Note:** The Instrument field and the Template field are mutually exclusive. An instrument would be defined in the template. If an instrument is selected, there can be no selected template.

At any time, you can click **Cancel** to return to the Station list window without adding stations.

When the data for this dialog is complete, click **OK** to display one of the two dialogs below.

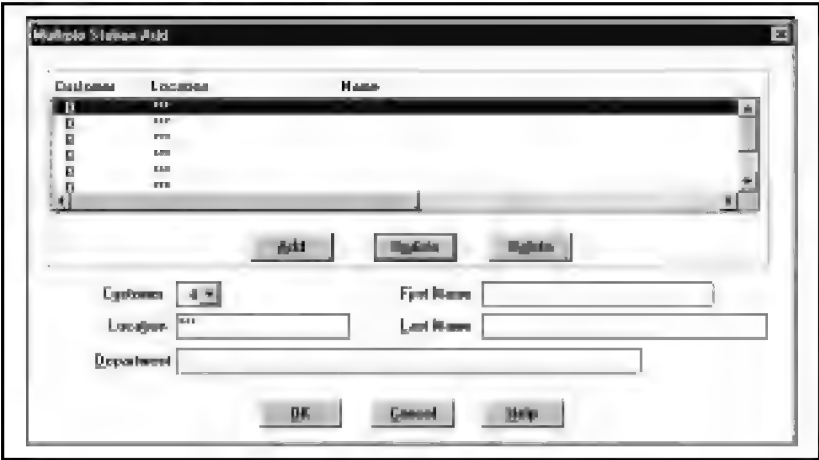
### Adding a Single Station

If you are adding a single station, the dialog for the selected set is displayed. You can update the station data now or just give it a unique identifier in the Location field and click **OK** to accept the current data and update later if required (see “Managing Station Data” on page 17).

### Adding Multiple Stations

If you are adding more than one station, the Multiple Station Add dialog is displayed. This dialog lets you define some aspects of each station to be added. If you used a template for station definition, much of the station data may already be defined.

**Figure 3**  
**Multiple Station Add dialog**



The dialog contains an updatable list box containing the stations. The following data fields allow you to define or update the stations in the list.

## Adding the Stations

When you have defined the station or stations that you wish to add, click **OK** in the dialog. If the Location field for one or more of the stations is not unique, an error box appears. Click **OK** in the error box to return to the previous dialog to make the correction.

MAT adds the accepted station or stations to the MAT station database. If the MAT is in maintenance mode you are prompted, in a Synchronization dialog, to set up communication with the Meridian 1 system. See “Communicating with Meridian 1” on page 59.

Click **Cancel** in the Synchronization dialog to return to the Station Administration list. The new stations are added with a status of **NEW**. In this case, you can use the **Synchronize** menu at a more convenient time to set up communications.

## Deleting Stations

You can select stations for deletion from the Station list view. Use one of the following methods to remove them from the MAT database:

- Use the **Delete** key
- Choose **Edit - Delete**
- Choose **Edit - Cut**

Each method displays a **Yes/ No** confirmation prompt before removing the stations. If you click **Yes**, MAT removes the stations from the MAT station database.

There are special considerations to bear in mind when deleting stations that contain references to Voice Mailbox directory numbers. Refer to “Voice Mailbox” on page 39 for more information.

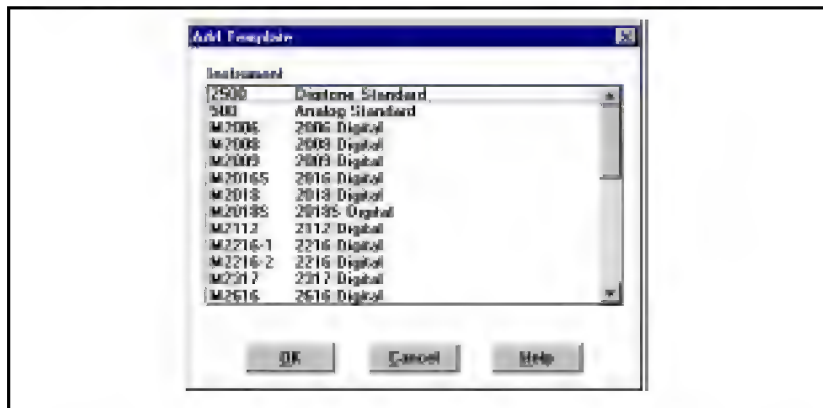
If the stations to be deleted have never been synchronized with Meridian 1 (Sync status is **NEW**) they are removed from the list in the window. In this case you can bring the stations back by choosing **Edit - Undo Delete**. This undelete is only available until you perform another edit function on the station list.

If the Sync status is not **NEW**, deleted stations are marked for deletion from Meridian 1 at sync time by setting the sync status to **OUT**. These stations will not be deleted from the list until synchronization. If you attempt to change such stations, you are prompted to bring them back before the update can be performed. If you do bring them back, the status is set to **CHG**. Attempts to delete stations with sync status **OUT** are ignored.

## Adding a Station Template

You can use a template of station data to add multiple stations (or a single station) with common data. To create a template, choose **Edit - Add** in the Station Administration list view window with the **View - Template** option selected. This displays an Add Template dialog containing a list of instruments (telephone types) that you can use with this particular system.

**Figure 4**  
**Add Template dialog**



Select an instrument you wish to use for this template and click **OK** to display the dialog for the instrument. You can change the data in this template as if it were a regular station (see “Managing Station Data” on page 17).

You are still required to insert a unique identifier in the Location field before the template is accepted. The data entered is used by MAT as the template name (displayed in the Add Station dialog).

If you wish to modify an existing template, proceed as if it were a single station. Choose **Edit - Update** in the Station Administration window with **View - Template** selected.

## Managing Station Data

MAT displays individual station data in a dialog that graphically represents the set used at that station. If the set has push-button function ability, these are displayed and can be selected like all other fields. Some data entry fields (those that use DN or TN data, for example) can be double-clicked to display options for that field.

Data change is described for a typical set (M2616). Most other instruments contain a subset of the data for this instrument, and the update procedure for each field and function is the same as that described here.

Whenever you modify station data that has already been synchronized with the switch, the Sync Status for that station is set to **CHG**. This is an indication that MAT and Meridian 1 are not in sync.

If MAT is in maintenance mode, you are prompted to set up communication with the Meridian 1 system. You can synchronize the data at this time, schedule a time for synchronization or cancel the prompt and schedule synchronization later. See “Communicating with Meridian 1” on page 59.

## Updating Stations

MAT displays a list of stations for the selected system in the Station Administration module when you choose **View - Station**. You can update the data for any station by selecting the desired station and choosing **Edit - Update**. This displays the dialog for the set that the station currently uses. You can update multiple stations at one time. See “Global Update” on page 45.

### Station Data

Typically, the dialog associated with a particular set will contain a subset of the data fields and functions listed here for the M2616 set.

In addition to the normal **OK**, **Cancel** and **Help** functions, the set dialog can have other function buttons such as **Features** and **Admin**. These functions are described in “Features Button” on page 23 and “Administration” on page 26, respectively.

**Figure 5**  
**Station Data dialog**

The dialog shown above is for an “M” series digital set. Functions and options assignment is described in “Key Assignments” on page 18. An additional Key Features Edit field is displayed for analog sets to allow you to assign key functions. This field is described in “Key Features” on page 25.

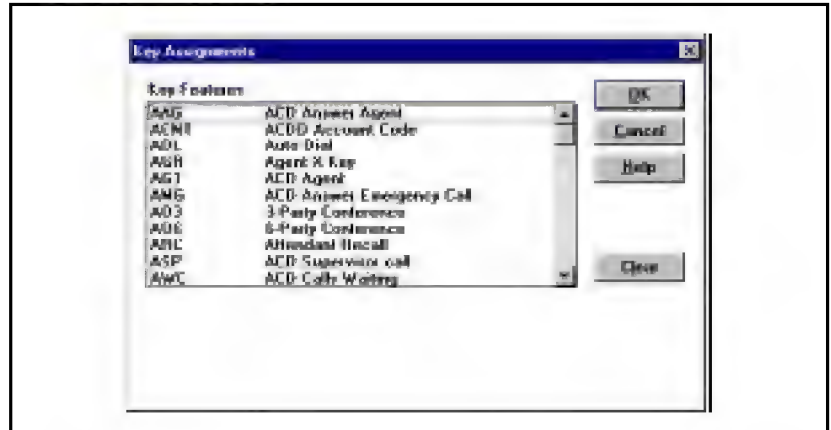
For sets that do not have keys or key lamps, the available features assignment dialog is displayed within the set dialog itself. The assignment procedure is as described in “Key Assignments” on page 18.

### Key Assignments

In addition to the data fields, the set may have keys to which you can attach feature functions. When you select a key, a Key Assignments dialog containing a single-selection scrollable list of Key Features is displayed. The features listed are defined for this set using the Features button on the instrument dialog. Refer to “Station Features” lists in the Appendix to this document.



**Figure 6**  
**Key Assignments dialog**



In addition to the usual **OK**, **Cancel** and **Help** function buttons, the dialog has a **Clear** button that you can use to remove any feature attached to the selected key on the set (to assign a different feature, it is not necessary to first clear the current feature). You may also enter the first letter of the Key Feature of interest to move to that section in the list.

The dialog contains a single-selection Key Features list. The currently selected feature is highlighted. Select using the mouse or the up/down arrow keys.

Click **Cancel** at any time to return to the set dialog without changing the current key assignment. Click **OK** to assign the selected feature to the key.

Some of the features require you to enter additional information. When you select one of these, text entry boxes are displayed in the dialog. You can double-click on a DN text entry box to display the list of DNs in the customer's Numbering Plan that are available to the selected feature (see "Directory Number Assignment" on page 20).

## Directory Number Assignment

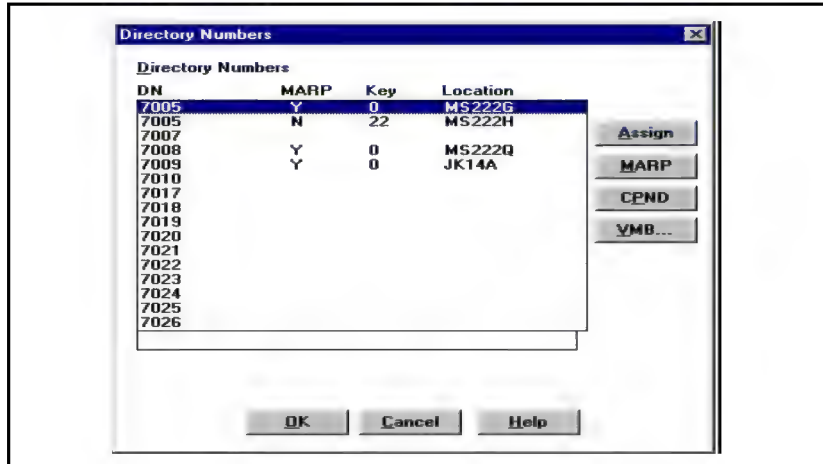
There are three kinds of DNs:

- 1    A DN assigned to the station. This must be in the customer's Numbering Plan as defined for the system.
- 2    A DN referred to by this station (message center, for example) that must be in this customer's Numbering Plan.
- 3    A DN referred to by this station (Call Forward, for example) that can be the number for any station—external or within the Numbering Plan.

To enter a DN for a selected station, you can type the number into the DN field or double-click within the Directory Number field to display a list of DNs used in the Numbering Plan for the customer.

A manually entered number for DN categories 1 and 2 above will not be accepted if it is not contained in the Numbering Plan, unless the Numbering Plan validation has been turned off (**Option - Mode**).

**Figure 7**  
**Directory Numbers dialog**



If you are assigning a DN to this station (versus referring to the DN of another station as in forwarding or hunting options) the dialog allows functions in addition to the usual **Cancel**, **Help** and **OK** buttons:

- **Assign**: assigns the highlighted DN to the key.
- **MARP**: If the assigned DN is being used by another station you can assign incoming calls to that DN to this station with the MARP button. To assign incoming calls to the other station, you must update the other station and select the MARP function here. This button toggles the current MARP assignment.
- **CPND**: A CPND display dialog allows you to define how calls from this station are displayed to the receiving station. See “CPND Data Considerations” on page 31.
- **VMB**: A VMB display dialog allows data associated with a DN (which serves as a mailbox ID) rather than a TN. You can modify the VMB data from any station which has an appearance of the mailbox DN. Refer to “Voice Mailbox” on page 39.

The dialog contains a single-selection list of DNs defined in the numbering plan for this system. Those numbers that are already assigned also have MARP and Location data listed. The currently selected number is highlighted. If you are assigning a DN to this station, the dialog also contains a display-only box with the current DN assignment entered.

At any time, click **Cancel** to return to the previous window without changing the current assignment. Click **OK** to assign the DN and return to the previous window.

## Terminal Number Assignment

The Terminal Number (TN) is the full hardware address of the port to which this station is attached. If the Terminal Number field requires an entry, you can type the number into the Terminal Number field or you can double click within the field and select from a list of available TNs. The data entry must be in the format:

*lll s cc nn*

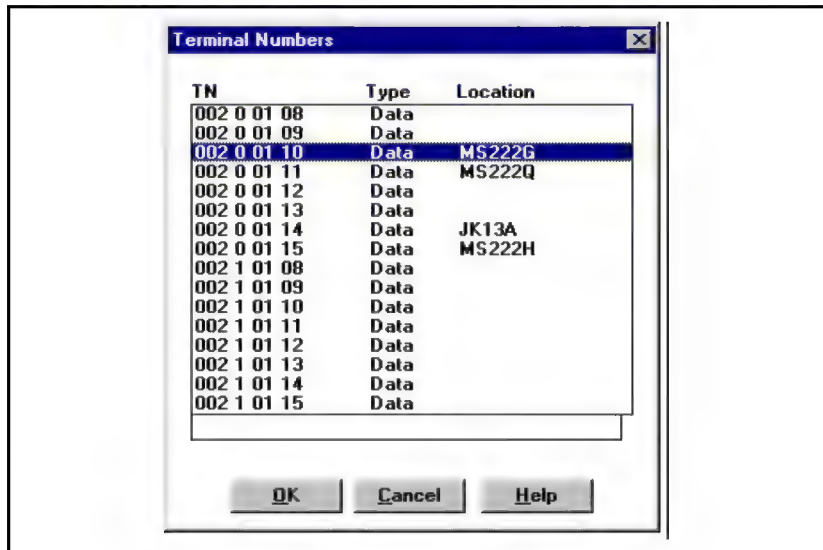
Where:

- lll    = The number of the Meridian 1 loop.
- s     = The number of the system shelf.
- cc    = The number of the shelf card position.
- nn    = The number of the card circuit (port).

The range of numbers available depends on the hardware configuration and software release in use at the system.

The list shows the Location for all TNs that are already assigned.

**Figure 8**  
**Terminal Numbers dialog**



At any time, click **Cancel** to return to the previous window (Set dialog) without changing the current assignment. Select a TN and click **OK** to assign the TN and return to the set dialog. The MAT system validates the TN for availability and permissibility using the Hardware assignments stored under the Station Hardware view, and assigns the TN.

The **Features** button on the set dialog lets you examine and update station features and options defined for your system. The **Features** button displays a list box containing a single-selection scrollable list of Features or Feature Groups. The definitive list of features and groups is listed in “Feature Groups and MNEMONICS” on page 157.

[illegible]

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The dialog contains **Select**, **Done** and **Help** function buttons. **Help** displays on-line help for this dialog. **Done** returns to the set dialog and **Select** displays a dialog associated with the selected feature that lets you define appropriate parameters for that feature, and perhaps assign the feature to a key.

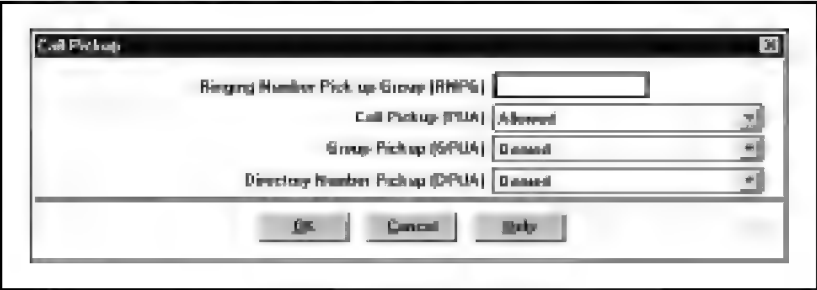
You can examine and modify any number of features in one session by selecting another feature each time you return to this dialog from the Feature dialog. You can modify features until you have completely defined the features for this station.

When you are finished defining or examining features, choose **Done** to return to the set dialog. If you have assigned keys, the appropriate keys are labeled in the set dialog.

**Feature Group category**

When you select **Search by Feature Group** and choose **Select** in the Features dialog, a dialog that defines the selected feature appears. The dialog shown here is for the Call Pickup feature. The other dialogs are similar in appearance.

**Figure 10**  
**Search by Feature Group dialog (example)**



The dialog contains fields (usually text boxes associated with drop-down selection lists) that define the functionality of the feature. If the feature can be assigned to a key, the dialog also contains a Key Features list of functions that can be assigned to a key for this feature.

### Forced targets

Certain validations force certain classes to a particular target value. For example, filling in the “Flexible Call Forward No Answer DN (FDN)” field of call redirection forces “Call Forward No Answer (FNA) to “Allowed”. This target enforcement occurs only as the feature dialog is exited. There may be a noticeable flickering of the screen as the values are forced and the dialog exits.

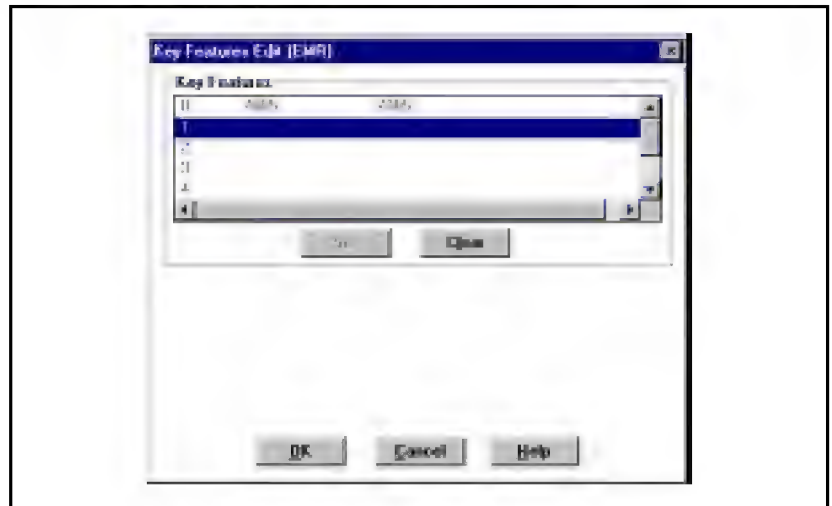
### Key Features

The Key Features field is a single-selection list of features associated with this feature group. You can assign the function selected in this list to a key for the current station.

You assign features to a key from the Features Definition dialog. Double click the desired function in the Key Features list of the Features dialog to display the Key Features Edit dialog for the selected function.

The dialog shows a single-selection list of key numbers. Each key in the list shows any already-assigned feature (and associated DN if applicable). The list is dimmed except for any assignment made during this session.

**Figure 11**  
**Key Features Edit dialog**



The list field is associated with two function keys, **Set** and **Clear**. If the selected key is already assigned, the **Set** function is dimmed. Use the **Clear** function to remove a key assignment. Use the **Set** function to assign the current feature to an unassigned key.

At any time, click **Cancel** to return to the Features definition dialog without changing the current key assignments. Click **OK** to assign key function and return to the Features Definition dialog.

### Administration

Choose **Admin** in the Set dialog to display the Administration dialog. The Administration dialog allows you to assign values to fields that MAT uses in classifying and administering station data. These fields are not part of the Meridian 1 data block. The user fields and their labels are assigned using **Edit - User Field Names**. These headings allow you to define values for your own situation. This option contains text boxes so that you can assign specific values to these fields for this station.

**Figure 12**  
Administration dialog



The data entry fields in this dialog include:

**Category:** A drop-down list of line connection types for this station

**Color:** A drop-down list of colors available for this instrument.

**Power Fail Trunk TN:** A text box for the TN used if the system power fails.

**Listed Directory Number Index:** Radio buttons to define which of three indexes contains the DN for this station. A DN index is set up at the system level when the Numbering plan is defined. The index is used while viewing and printing designation strips for this instrument.

**Admin Fields:** The Admin fields are used by the Call Accounting Billing Database for billing purposes and other types of lost allocation. Refer to the *MAT Call Accounting User Guide* Database Maintenance section for details.

## Designation Strips

A telephone can have many features and services available by function buttons (keys) and indicators. A Designation Strip is a printout of labels that can be attached to the telephone to indicate the function of the various buttons and indicators on the set (and also the DN of the station using the set). You can create files that let you examine and print Designation Strips created from the data defining the stations using **File - Designation Strip**.

A Designation Strip will typically contain the directory number for a single line set. In addition, sets with key caps that designate a DN (for multi-line sets) or reference other DNs also appear in the Strip.

## Designating Directory Numbers

A Meridian 1 system can have up to three listed directory numbers (LDN). The system Numbering Plan defines whether ranges of directory numbers (DN) are set for direct inward dialed (DID) or not. Typically, a station DN, as defined for the Designation Strip, is a regular 10 digit telephone number with an extension:

*(aaa) xxx-aaaa Ext bbbb*

Where:

|      |                          |
|------|--------------------------|
| aaa  | represents the area code |
| xxx  | represents the exchange  |
| aaaa | represents the number    |
| bbbb | represents the extension |

The Designation Strip utility examines the System Configuration Customer data to determine the LDN used by the station. The utility determines whether the station DN is in a DID range defined in the system Numbering Plan. The following are the two possible results:

**Non-DID number:** The Strip prints the LDN and uses the station DN for the Extension.

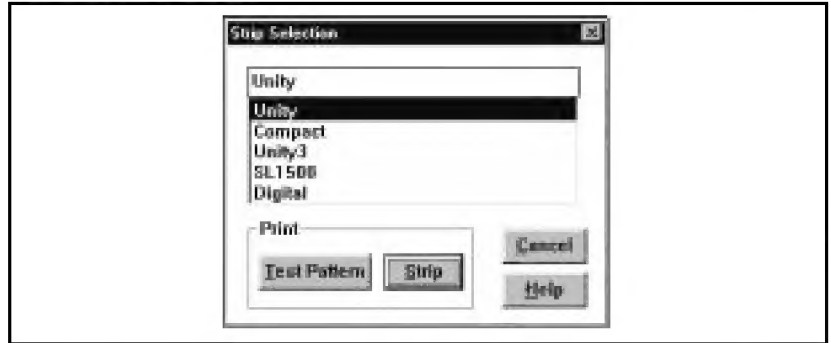
**DID Number:** The Strip gets the area code (aaa) from the LDN, the exchange (xxx) from the DID number, the number (aaaa) from the station DN.

## Display of Designation Strips

Choose **File - Designation Strips** from the Station list window to display the Strip Selection dialog.

The dialog contains a single-selection scrollable list of Designation Strip types created by MAT. The current selection is highlighted.

**Figure 13**  
**Strip Selection dialog**



## Station Data Validation

The station database contains one record per station. Some of the field values in a record depend on the system properties, the instrument used, and features and options enabled. In addition, the MAT application contains “rules” that define possible values, sizes, and ranges for the fields.

The Station Administration module includes a Validation utility that checks that the values assigned to certain fields are compatible with the configuration and the MAT data rules.

The Validation function checks the currently selected station records in the Station list view before uploading to the Meridian 1. There are two options—partial and full validation. Full validation checks every field and might require considerable time.

**Note:** You can validate each station individually using the Validate function key on the set dialog.

### Validating the Data

Select the stations for validation in the Station list view and choose **File - Validate** to display a cascading submenu. Choose **Partial** (checks the values defined previously) or **Full** (checks all field values) to start the Validation check.

While MAT performs the checks, a status box indicates progress in single record increments. At any time, click **Cancel** in the status box to halt the task.

**Note:** Clicking **Cancel** discards the validations already completed.

When the task is complete, the MAT Viewer displays the validation data. You can save this to a text file (in a user-defined file name and location), print it, or simply browse and discard it (see “Generating Reports” on page 83 for a description of the Viewer).

When the task is complete, you should send all the new or modified station and CPND information to the Meridian 1 system. You may select all the **NEW** or **CHG** stations, for example. You should apply the Validation process from the **File** menu to the selected stations to ensure that the entered data is consistent across all stations.